

Host Agency Renewal System Manual for Host Agency Directors

Introduction

Once each year, the Host Agency Agreement that describes your relationship with AARP Foundation SCSEP must be renewed. In order to continue having SCSEP participants assigned to your organization, **you must renew the Host Agency Agreement by August 31st**.

To renew your Host Agency Agreement, you will need to:

- Access our website
- Have the fax or email with your “account code” (e.g. 123-995)
- Log into the system using your account code and zip code
- Review the Host Agency Agreement
- Print a copy for yourself if needed
- Electronically sign the agreement
- Log off of the system

This manual is designed for Host Agency Directors to assist you in using the new Host Agency Resource Site and the on-line HA Agreement Renewal system (HARS). If you are unable to access the internet or are unable to access the HARS system, contact your AARP Foundation SCSEP Project Director for assistance.

HA Required Actions

1. Host Agencies receive a fax and email Renewal Notice
2. Host agency directors logon using the account code sent to you via email/fax and then enter your 5-digit zip code
3. Review and sign the renewal agreement by August 31st

July 1st (or thereabouts): Host Agencies receive a fax and email Renewal Notice

The HA Agreement Renewal process begins with a Renewal Notice being sent to your organization via fax and/or email. The Renewal Notice contains an Account Number that allows you to create your own user account in the Renewal system.

Below is a sample email notification. Note that there is an embedded link in the email (circled). To access the HARS system, with your account code already entered, you can simply click on that link (you may have to hold the CTRL key while you click it) or you can copy and paste the link into your browser.

This makes access to the system very easy and streamlined.

Host Agency Renewal System Manual for Host Agency Directors

Dear Christi Mason:

Thank you for participating as a Host Agency in the AARP Foundation's Senior Community Service Employment Program (SCSEP). Your efforts help us restore opportunity to people 55+ who need job training and assistance in finding a job. As you know, through the training process SCSEP participants' community service makes a difference for millions of people in communities around the country. As part of your participation in the SCSEP, the Department of Labor requires that we renew the Host Agency (HA) Agreement that we maintain between your organization and the AARP Foundation SCSEP program.

We want to make this as effortless as we can for you, so we developed an automated Host Agency Agreement Renewal System (HARS). This system is accessible from our Host Agency website which is located at www.aarpworksearchha.org. This web site also contains link to training videos, manuals, timesheet information and more; please take a few moments to explore this site developed for our Host Agencies.

The HA Agreement Renewal System offers a very simple interface where you can renew your agreement in 4 easy steps directly from this email:

1. To access the HARS system directly, click on the link below:
<https://www.scsep.org/HostAgency/HAUserRenewalHome.aspx?sid=995&old=494>
2. Enter your 5-digit zip code; click the Next button
3. You will automatically be taken to the Agreement Renewal screen
4. Review and electronically sign the agreement by entering your **FULL NAME** and **TITLE** and then re-enter your **5-digit zip code** and click the "Sign and Submit" button

NOTE: If you have trouble using the above link you can copy and paste the link into your browser's address line or simply go to the www.aarpworksearchha.org site and access the renewal system from there.

Please read the entire HA Agreement form before signing. This is important because the agreement has changed and now includes clauses emphasizing the importance of safety in the workplace and maintenance of effort.

All agreements must be renewed by August 31, 2013. We hope that you will find this process easy and quick. However, if you are unable to access the Internet or the renewal system, have difficulties signing the agreement or have any other questions, please contact your local AARP Foundation SCSEP Project Director and they will be happy to assist you through this process.

Please follow me on Twitter @DBriceandBetts. I share information and research on finding jobs for low-income

Below is a sample FAX Renewal Notice. In this case there is no "embedded link" so you must access the web-site and then enter your account code and then your zip code.

Host Agency Renewal System Manual for Host Agency Directors

Important Announcement for SCSEP Host Agencies

TO: Bridgeline

Account:123-995

Attention: Christi

Sample FAX

8887 cor gateway drive, Columbia, MD 21045

Dear Christi Mason,

Thank you for participating as a Host Agency in the AARP Foundation's Senior Community Service Employment Program (SCSEP). Your efforts help us restore opportunity to people 55+ who need job training and assistance in finding a job. As you know, through the training process SCSEP participants' community service makes a difference for millions of people in communities around the country. As part of your participation in the SCSEP, the Department of Labor requires that we renew the Host Agency (HA) Agreement that we maintain between your organization and the AARP Foundation SCSEP program.

We want to make this as effortless as we can for you, so we developed an automated Host Agency Agreement Renewal System (HARS). This system is accessible from our Host Agency website which is located at www.aarpworksearchha.org. This web site also contains link to training videos, manuals, timesheet information and more; please take a few moments to explore this site developed for our Host Agencies.

The HA Agreement Renewal System offers a very simple interface where you can renew your agreement in 5 easy steps:

1. To access the HARS open your internet browser and type the URL below in the address line:
<http://www.scsep.org/HostAgency>
2. Log in using your account number: **123-995**; click the Next button
3. Enter your **5-digit zip code**; click the Next button
4. You will automatically be taken to the Agreement Renewal screen
5. Review and electronically sign the agreement by entering your **full name and title** and then re-enter your **5-digit zip code** and click the "Sign and Submit" button

NOTE: If you have trouble using the above link simply go to the www.aarpworksearchha.org site and access the renewal system from there.

Please read the entire HA Agreement form before signing. This is important because the agreement has changed and now includes clauses emphasizing the importance of safety in the workplace and maintenance of effort.

All agreements must be renewed by August 31, 2013. We hope that you will find this process easy and quick. However, if you are unable to access the Internet, have difficulties signing the agreement or have any other questions, please contact your local AARP Foundation SCSEP Project Director and they will be happy to assist you through this process.

Please follow me on Twitter @DBricelandBetts. I share information and research on finding jobs for low-income 50+ people and highlight unique issues for women. As always we thank you for your support and participation in this program.

Deb Briceland-Betts
Vice President, AARP Foundation
National Director, SCSEP

Host Agency Renewal System Manual for Host Agency Directors

No Later Than Aug 31st: Host agency directors should have logged into HARS, signed & submitted their Renewed Host Agency Agreement

Instructions for Host Agency directors

- Use the links in the email or fax you have received, OR
- Go to the Host Agency Website: www.aarpworksearchha.org
- Select on the [HA Agreement Renewal System](#):

The screenshot shows the AARP Foundation SCSEP Host Agency resource site. The page has a header with a 'Home' link and a welcome message. The main content area is divided into several sections: Documents, Risk Matters Newsletters, Training Videos, and Systems. A red arrow points to the 'Host Agency Agreement Renewal System' link in the Systems section. Below this link is a note about logging in for the first time. To the right of the Systems section is a message from the Director. At the bottom right is a table of AARP Core Holidays for 2012.

Documents

- [HA Agreement Renewal System User Manual](#)
- [Participant and Host Agency Supervisors Handbook - Revised!](#)
- [Sample Standard Timesheet](#)
- [Sample California Timesheet](#)
- [Timesheet Reference Guide](#)
- [HA Safety Monitoring Guide - New](#)

Risk Matters Newsletters

- [Spring 2012 - New!](#)
- [Winter 2010](#)
- [Summer 2010](#)
- [Winter 2009](#)

Training Videos

- [Participant Payroll and Timesheets - NEW!](#)
- [Safety video](#)

Systems

- [Host Agency Agreement Renewal System](#)
Please note: when logging in to this system for the first time you will need to click the 'Create Account' button and enter the account number that was sent to you via fax/email. For step-by-step instructions please review the user manual posted above in the Documents section. Thank you.
- [Forgot your User Name or Password to the Host Agency Agreement Renewal System? Click here for instructions.](#)

A message from the Director

Host Agencies are the engine for the AARP Foundation Senior Community Service Employment Program (SCSEP). Our mission is to help our participants acquire the skills and confidence they need to find and stay in a job—and better their lives. Your agency provides a safe, supervised job experience for the individuals we assign, and as such are a major part of their success.

We are using federal tax dollars to provide a training stipend for our participants when they are at your agency—they are not employees of either the AARP Foundation or your agency—a very important distinction. We also pay for the workers compensation insurance necessary to protect them should they be injured. Because we must all work hard to remain careful and responsible stewards of these tax dollars, it is critical that you continue to provide adequate and accurate supervision of their training and the time they spend doing that training; and continue to ensure they work safely. Because our participants are all older individuals, even a simple injury can cause them real harm—and as importantly, impede or stop their progress towards financial independence.

Thank you for your service to the participants in your charge. You are a valued partner in our quest to help each and every one of our participants find a job that fits their needs so that they can live a better life.

Deb Briceand-Betts

AARP Core Holidays 2012

2012 New Year's Day (Observed)	Monday, January 2
Martin Luther King, Jr. Birthday	Monday, January 16
President's Day	Monday, February 20
Memorial Day	Monday, May 28

- Log on using your account code (e.g. 123-995, with the hyphen) and your five-digit zip code. NOTE: If you used the embedded link in the email notification you will by-pass this step.

Host Agency Renewal System Manual for Host Agency Directors

The screenshot shows the top of the SCSEP Host Agency Agreement Renewal System. On the left is the AARP Foundation logo and the text "Senior Community Service Employment Program". The main header is "SCSEP Host Agency Agreement Renewal System". Below the header is a "Close" button and a "Hide" link. A sidebar on the left contains "SYSTEM NOTIFICATION(S)" and "Main Menu". The main content area has a message: "Please enter the required information to renew your HA Agreement. If you are not sure, please contact your local project director." Below this is a note: "Note: Enter your account exactly as it appears on your notification; don't forget to include the dash '-' between the set of numbers." A form field labeled "Enter your * AccountNumber:" contains the value "562-995".

- Note that we may display a “system notification” message with any last minute news or instructions
- Verify that the account code you enters matches your organization and then enter your 5-digit zip code

The screenshot shows the verification step of the SCSEP Host Agency Agreement Renewal System. The header and sidebar are the same as the previous page. The main content area has a message: "Please enter your 5-digit zip code to verify your identity. If you are not sure, please contact your local project director." Below this is a "Site: 995" label and a redacted area. A form field labeled "Confirm your * Zipcode:" contains the value "33756". At the bottom are "Next" and "Cancel" buttons.

- Click the Next button and you will be taken to your Host Agency Agreement form

The screenshot shows the Host Agency Agreement form in the SCSEP Host Agency Agreement Renewal System. The header and sidebar are the same as the previous pages. The main content area has a message: "Please review the below agreement, at the bottom you will have the opportunity to electronically sign and submit your renewal. If you have any questions please contact your local SCSEP Project Site Office." Below this are two buttons: "Print Electronic Agreement" and "Print a blank agreement for Signature". The form itself has the AARP Foundation logo and the text "Senior Community Service Employment Program". The title is "HOST AGENCY AGREEMENT". The form fields are: "Host Agency:" (redacted), "Address:" (redacted), "Phone:" (redacted), and "Fax:" (redacted). Below these is a paragraph: "The above named agency/organization, an equal employment opportunity employer, requests the services of enrollees from the AARP Foundation Senior Community Service Employment Agency." Below this is the text "This Agency is:" followed by two checkboxes: "A Non-Profit Organization." (unchecked) and "A Public Organization." (checked). A note below the first checkbox says "(Tax exempt under the Internal Revenue code 501(c)(3))".

Host Agency Renewal System Manual for Host Agency Directors

Read through the Host Agency Agreement:

AARP Senior Community Service Employment Program

SCSEP Host Agency Agreement Renewal System

Logout Current User: tsmith Site: 995 - A Spiritual Change, Inc. - 926 1402 N. MLK Ave., Clearwater, FL Wednesday, June 13, 2012

Please review the below agreement, at the bottom you will have the opportunity to electronically sign and submit your renewal. If you have any questions please contact your local SCSEP Project Site Office.

[Print Electronic Agreement](#) [Print a blank agreement for Signature](#)

AARP Senior Community Service Employment Program

HOST AGENCY AGREEMENT

Host Agency: A Spiritual Change, Inc. - 926 1402 N. MLK Ave., Clearwater, FL

Address: 926 1402 N. MLK Ave., Clearwater, FL 34616

Phone: 727-462-0010 EXT. 121

Fax: 727-462-0010

The above named agency/organization, an equal employment opportunity employer, requests the services of enrollees from the AARP Foundation Senior Community Service Employment Agency.

This Agency is:

☒ A Non-Profit Organization.
(Tax exempt under the Internal Revenue code 501(c)(3))

☐ A Public Organization.

To ensure our host agency partners understand their important role in the daily lives of our participants and their responsibilities in supporting each participants quest for an unsubsidized job, we ask that each host agency supervisor clearly understand and support the following requirements that are part of each participant's agreement with our program:

1) The purpose of the SCSEP is for a participant to provide community service while they actively pursue unsubsidized employment off of the program. When an individual enrolls and/or gets a job off the program they

- Use the Print Electronic Agreement button to have a copy for your files before you sign or you will have to login a second time to print the agreement
- Scroll to the bottom of the agreement. Electronically Sign and Submit renewed agreement
- Don't forget to check the "I certify..." box

E-Signature [Required fields are denoted with an asterisk (*)]

* ☒ I certify that I am authorized to submit the Host Agency Agreement and Safety renewal form. I accept terms and conditions to submit the form. [Click here for more information on electronic signature](#)

* Full Legal Name: Jimmy Smith Title: Director

* Confirm ZipCode: 50702 Date: 05-14-2013

(For security reasons, you must provide your host agency zipcode to submit this form.)

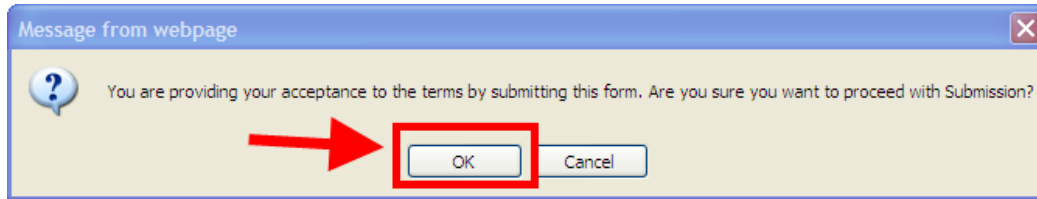
Click the button below to electronically sign your HA Agreement Renewal Form. If you are not sure, please contact your local project director.

[Sign and Submit form](#) [Cancel](#)

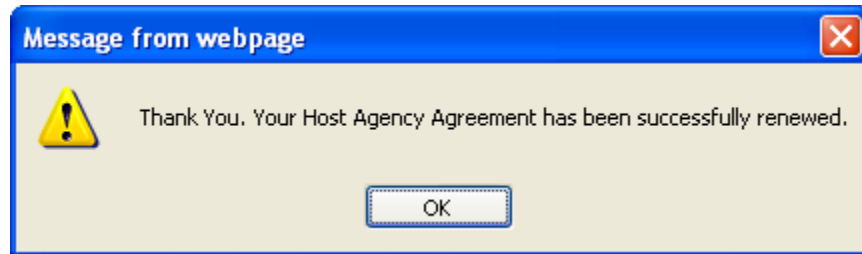
SAFETY IS NO ACCIDENT

Host Agency Renewal System Manual for Host Agency Directors

- Click Sign and Submit and you will see this pop-up message; click OK to proceed



- You have successfully renewed your Host Agency Agreement. Click OK.



- You are automatically logged out and taken to the public HA web site

Host Agency Portal



Home



Welcome to the AARP Foundation SCSEP Host Agency resource site

SCSEP benefits community service and government agencies by:

- Providing older workers who, while training, expand agency's capacity to provide services
- Providing agency opportunity to evaluate loyal workers in training for possible hire
- Reducing "loss of productivity" due to reduced absenteeism from dependable older workers

Documents

- [HA Agreement Renewal System User Manual](#)
- [Participant and Host Agency Supervisors Handbook - Revised!](#)
- [Sample Standard Timesheet](#)
- [Sample California Timesheet](#)
- [Timesheet Reference Guide](#)
- [HA Safety Monitoring Guide - New](#)

A message from the Director

Host Agencies are the engine for the AARP Foundation Senior Community Service Employment Program (SCSEP). Our mission is to help our participants acquire the skills and confidence they need to find and stay in a job—and better their lives. Your agency provides a safe, supervised job experience for the individuals we assign, and as such are a major part of their success.

We are using federal tax dollars to provide a training stipend for our participants when they are at your agency—they are not employees of either the AARP Foundation or your agency—a very important

FINISHED !!

